



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF FIRE PREVENTION
500 James Robertson Parkway
Third Floor
Nashville, Tennessee 37243-0577
FAX: 741-1583

GETTING STARTED

1. Register at www.nfirs.fema.gov/users *if you are not already registered*. Look for the tab called "User Section". It's the second from the right at the top of the page. Click on this tab, and then click on the link "User Registration". It's on the left under "User Section". Follow the directions. Required items are in **bold**. When registering please **use your FDID as the username**. If you don't know your FDID email TFIRS Coordinator Dennis Mulder at dennis.mulder@state.tn.us to request it. Choose a password at least 8 characters long and containing at least one numeral. Click Submit when you are done.

Email dennis.mulder@state.tn.us or call at 615-532-5753 to notify us that you have registered. After you have registered **and been notified** that your department is activated, you can begin using the NFIRS Client Tool. Go to www.nfirs.fema.gov/users. Click on User Login. After logging in, you may download the program. At the software page, click on the link Download NFIRS 5.0 Client Version 5.3.4. Save to your desktop. If you have dial-up, the download will take a long time. You may also request the program on CD.

2. After downloading to your desktop or copying from a CD to your desktop, double-click the installation file to install. The file is called **NFIRSV534.exe**

3. To run the Data Entry Tool in the on-line mode, first connect to the Internet. Then click Start Programs NFIRSV53 Data Entry Tool. When the log-in screen appears, enter your username, state (TN), and password.

4. State law requires that all incidents be reported within 10 days of occurrence. This means you have **10 days to enter a report** of the incident on-line. If no runs were made during a month, a "no activity" report should be keyed dated the last day of that month. Check the "no activity" box in the Section A – Key Information window and save.